



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

October 7, 2011

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

Lisa M. Garrett  
Director of Personnel

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

## REQUIRED EMPLOYEE ACKNOWLEDGEMENT FORMS

In an effort to maintain professionalism in the workplace, improve risk management and curtail Title VII violations involving unlawful discrimination, including creation of a hostile work environment based on sex, race, religion, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition, sexual harassment, and/or retaliation, the Board of Supervisors recently and in past years approved: 1) the Acknowledgement of Employee Responsibilities form; 2) the County Policy of Equity; and 3) the Sexual Harassment Prevention Policy. This memorandum is to confirm the importance of these programs and your responsibility in obtaining employee acknowledgement of their responsibilities and compliance with County policy and applicable law.

### Acknowledgement of Employee Responsibilities Form

On June 13, 2011, the Chief Executive Officer and Director of Personnel distributed the Acknowledgement of Employee Responsibilities form and requested that signatures of all employees be obtained by July 30, 2011 (Attachment I). This form requires that employees acknowledge their responsibilities to conduct themselves in a manner consistent with Federal and State laws, the County Code and policies of the County. Also, the form serves to remind employees that engagement in the prohibited conduct mentioned above may subject employees to disciplinary actions and/or personal liability. This form should be completed by employees during new hire orientation and presented annually thereafter to each employee.

*"To Enrich Lives Through Effective And Caring Service"*

*Please Conserve Paper – This Document and Copies are Two-Sided  
Intra-County Correspondence Sent Electronically Only*

**Employee Acknowledgement and Receipt of County Policy of Equity**

On May 31, 2011, the Board of Supervisors adopted the County Policy of Equity (CPOE) to be effective on July 1, 2011. The CPOE is intended to protect the rights of employees to be free from discrimination, unlawful harassment, retaliation and inappropriate conduct toward others based on a protected status. On June 7, 2011, the Executive Office, Board of Supervisors, in conjunction with the Internal Services Department, disseminated the County Policy of Equity by email and requested all employees to acknowledge the CPOE.

**Acknowledgement and Adherence to County of Los Angeles Policy of Sexual Harassment**

Each department is required to ensure all employees attend Sexual Harassment Prevention Training every two years in compliance with State law and Board Policy. Effective immediately, departments will be required to utilize the standard County of Los Angeles form entitled Statement of Acknowledgement and Adherence to County of Los Angeles Policy on Sexual Harassment (Attachment III) and discontinue the use of departmental forms. The standard County form requires the employees to acknowledge that they have taken the sexual harassment prevention training, understand the County's policy on sexual harassment adopted by the Board of Supervisors, and will adhere to the policy. The requirement that this form be executed annually and included in the employee's personnel folder will be reinforced with departments.

Please note that for ease of administration, we are combining the acknowledgement forms for the Policy of Equity and the Sexual Harassment Prevention Training. We will provide you with the new form once consultation with Unions is completed. In the meantime, the attached forms should be used and placed in the personnel files of your employees.

If you have any questions, please contact me, or have your staff contact Lisa Garrett at (213) 974-2406.

WTF:EFS:LMG  
MLH:MCF:ef

Attachments

c: Chief Deputies  
Administrative Deputies  
Departmental Human Resources Managers

**ACKNOWLEDGEMENT OF EMPLOYEE RESPONSIBILITIES**

Federal and State laws, the Los Angeles County Code, and policies of the County and its departments prohibit conduct by County employees in the workplace that are considered unlawful discrimination, including creation of a hostile work environment based on race, color, gender, age, disability, sexual orientation, pregnancy, sexual harassment, and retaliation.

It is the responsibility of every County employee to conduct him/herself in a manner consistent with these laws and County policies. This is a reminder that conduct that violates these laws or County policies could subject an employee to personal liability for damages in court proceedings and/or disciplinary action by the County or both.

**Employee Certification Section**

I acknowledge receipt of, and have read the Acknowledgement of Employee Responsibilities.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Verification**

I provided the employee with a copy of the Acknowledgement of Employee Responsibilities.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Attachment II

**EMPLOYEE ACKNOWLEDGEMENT AND RECEIPT OF**  
**COUNTY POLICY OF EQUITY**

I, \_\_\_\_\_,  
Employee Name Payroll Title

acknowledge that I am expected to read, understand and adhere to the  
County Policy of Equity and have received a copy.

DATE: \_\_\_\_\_

DEPT: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

EMPLOYEE NUMBER: \_\_\_\_\_

**Distribution:**

- 1.) Original to Official Personnel File**
- 2.) Record in Countywide Learning Management System (LMS)**



# COUNTY OF LOS ANGELES

## **STATEMENT OF ACKNOWLEDGEMENT AND ADHERENCE TO COUNTY OF LOS ANGELES POLICY ON SEXUAL HARASSMENT**

In accordance with the Board of Supervisors' action,

I, \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Position)

acknowledge that I have taken the County of Los Angeles' Sexual Harassment Prevention class and I have reviewed and understand the County's Policy on Sexual Harassment adopted by the Board of Supervisors. Additionally, I hereby commit to adhere to the County's Policy on Sexual Harassment.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

**(File in the employee's official personnel folder  
or individual's host department if applicable.)**